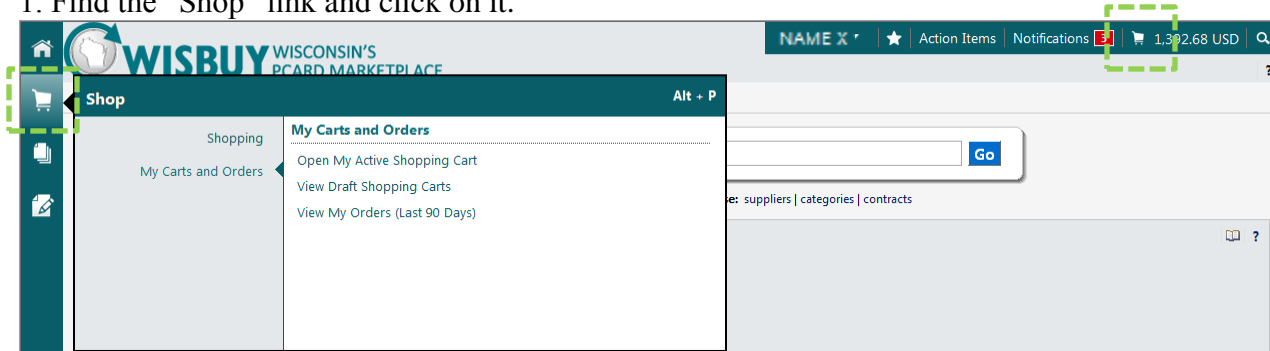


Working with Shopping Carts

Shopping Cart Overview.....	1
Active Cart Options.....	3

Shopping Cart Overview

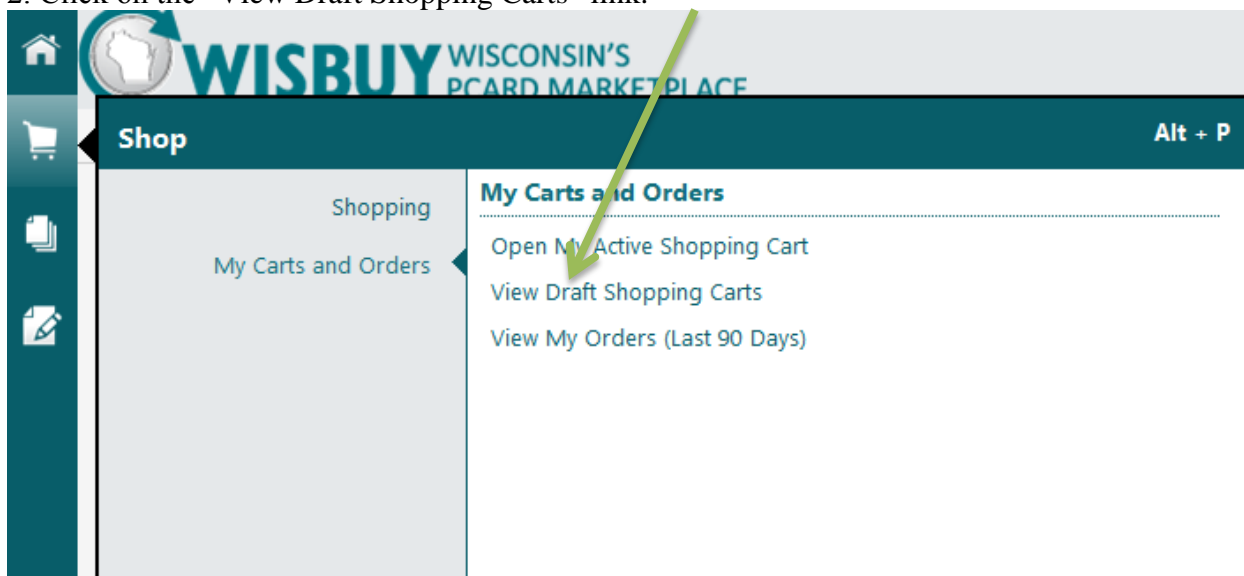
1. Find the “Shop” link and click on it.



There are three main types of carts in WISBuy:

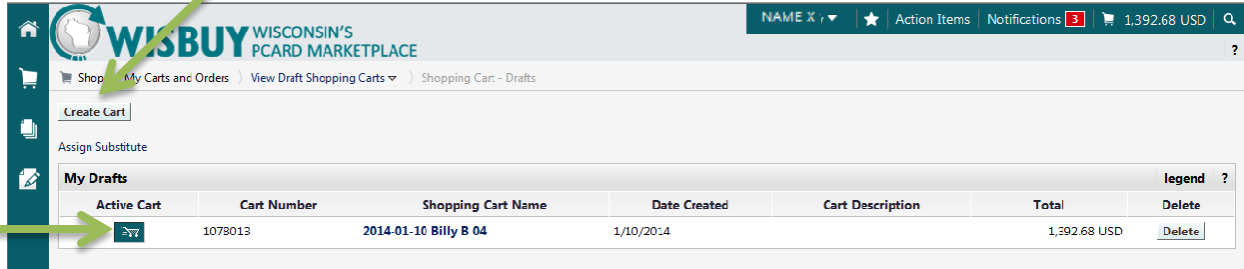
- The **Active Cart**, which is the cart that the shopper is currently working on.
- The **Pending Carts**, which are the shopper’s “in-progress” carts or carts that are started, but not yet completed. A shopper may have as many Pending Carts as needed. Some common uses for pending carts would be: an easy way to split up multiple orders for multiple people at once or preparing an order ahead of time that the shopper is waiting to finalize.
- **Recently Checked Out Carts. Note:** Information concerning “Recently Checked Out Carts” is covered in the My Shopping History tutorial.

2. Click on the “View Draft Shopping Carts” link.

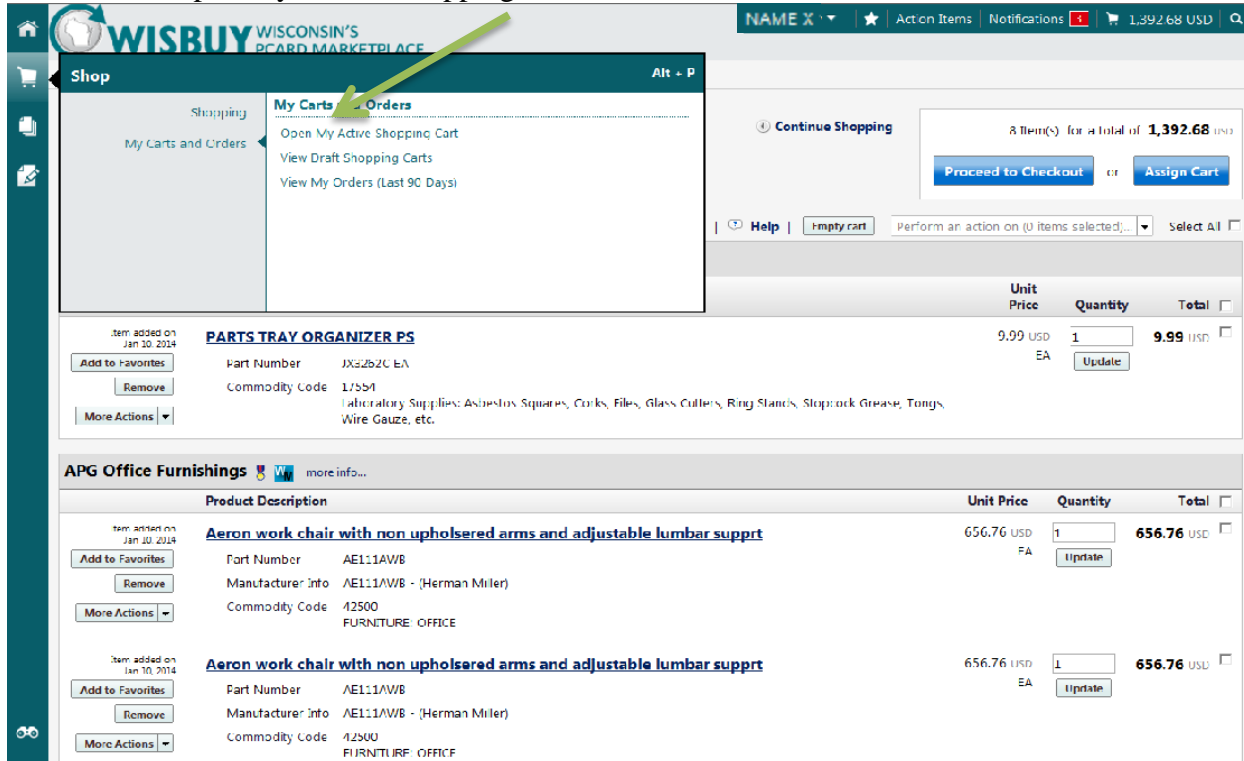


The list of carts contained in the “View Draft Shopping Carts” window contains both active and pending carts.

3. Click “Create Cart” to create a new cart or click on any cart to highlight it and make it the active cart.

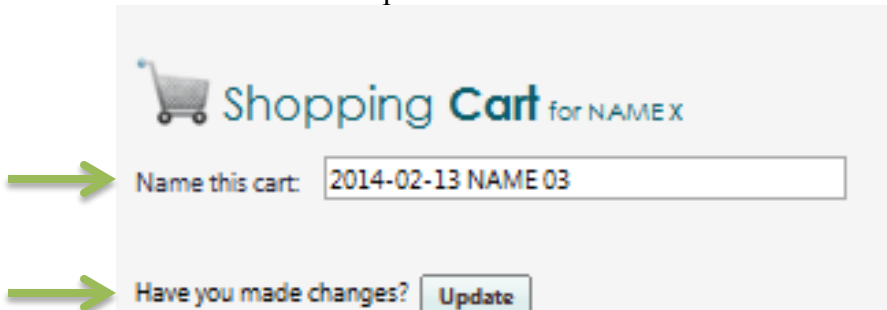


4. Click on “Open My Active Shopping Cart” link.



It is always a good idea to update the name of the active shopping cart to something more meaningful.

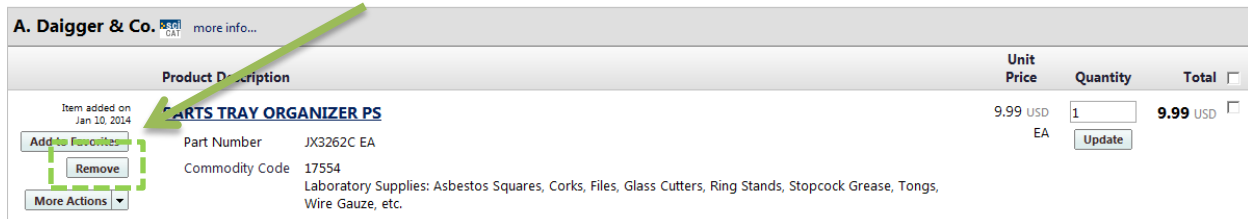
5. Find the “Name this cart” field. Highlight the default name in the field and type something else. Click on the “Update” button below the “Name this cart” field.



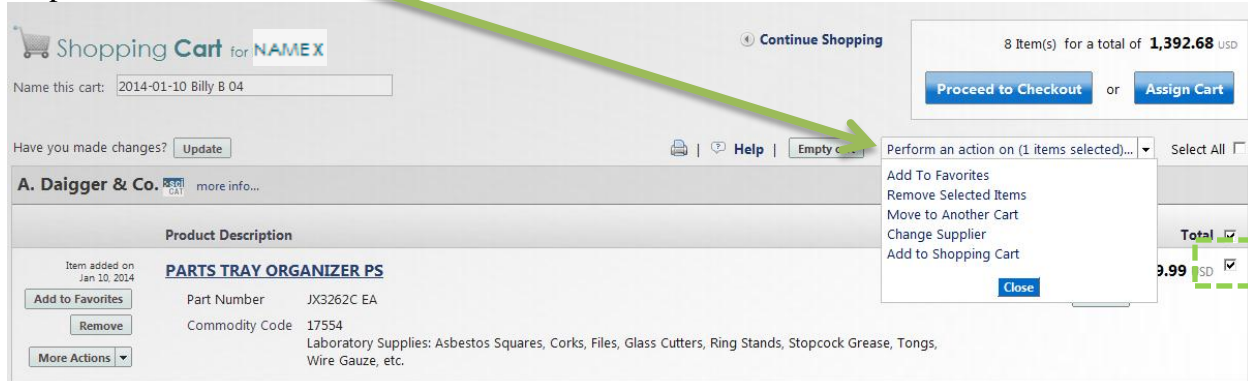
Active Cart Options

An item can be deleted from the shopper's active cart in two ways:

1. Once an item has been added to the cart, click the "Remove" button located on the left hand side of the screen within the item row.

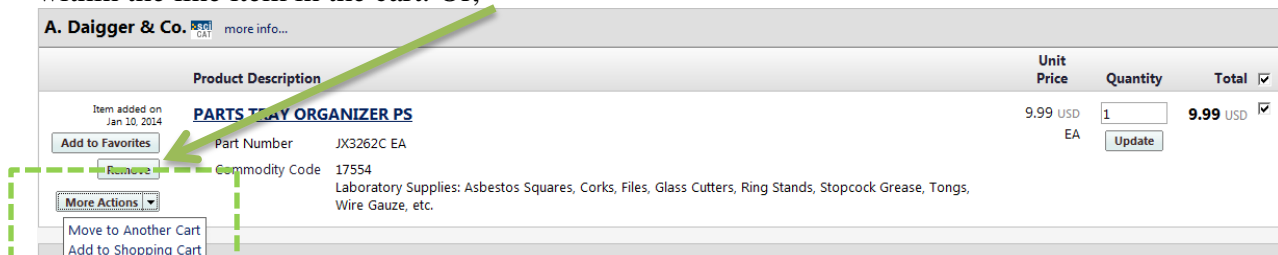


2. Select the item by clicking the check box located at the right hand side of the screen. Click on the "Perform an Action on the (1 Items Selected)" and select "Remove Selected Items" from the drop down box.

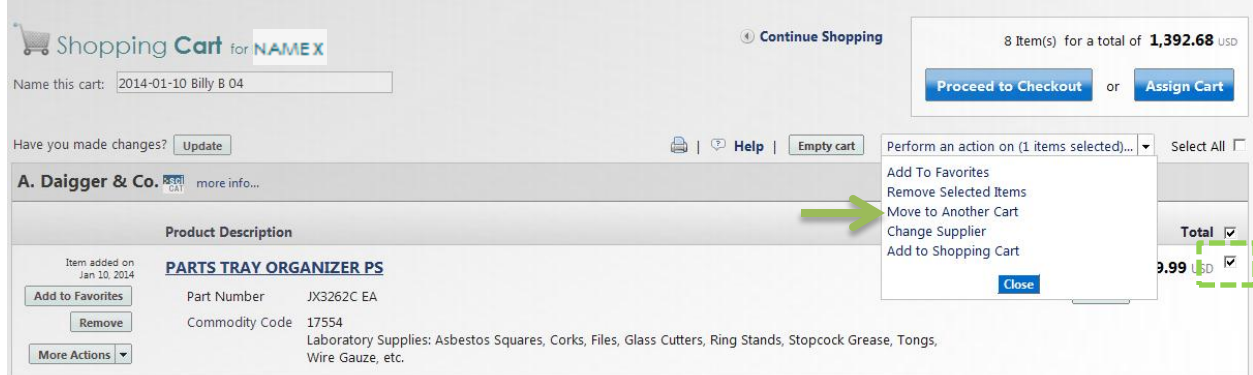


An item can be moved between carts in two ways:

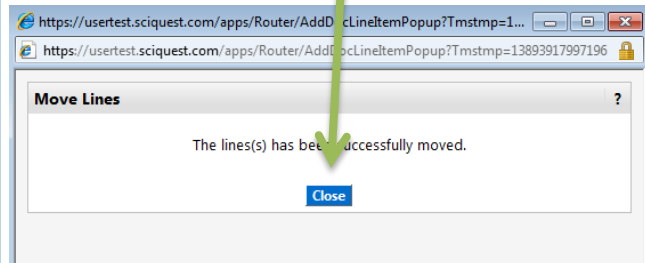
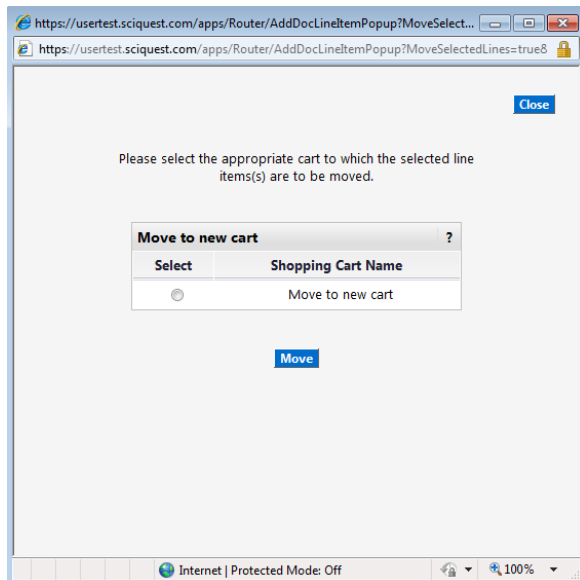
1. Click the drop down box next to "More Actions" located on the left hand side of the screen within the line item in the cart. Or,



2. Select the item by clicking the check box located at the right hand side of the screen. Click on the “Perform an Action” on the (1 Items Selected)” and select “Move to Another Cart” from the drop down box.

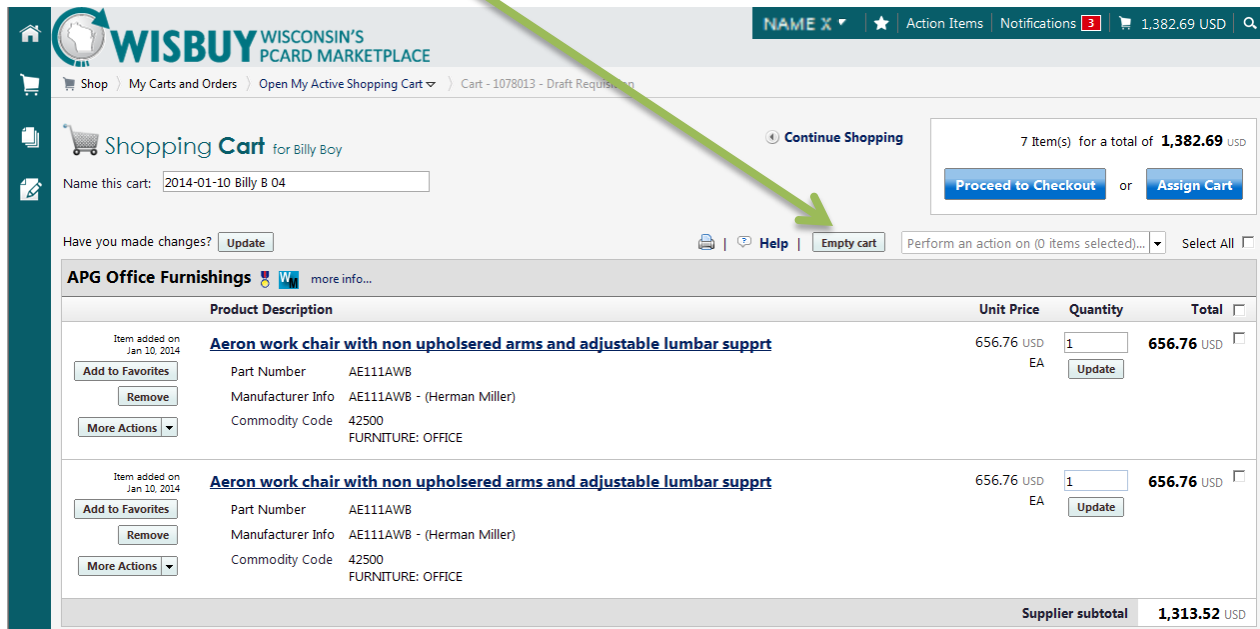


3. A popup window titled “Move to a New Cart” will appear. Select “Move to New Cart” or select the name of the desired cart and click “Move”. Once the item has been moved, you will receive notification that “The line(s) has successfully moved.” click “Close” to dismiss the window.



An entire shopping cart can be easily emptied or deleted:

1. Select the desired cart and click the “Empty Cart” button located below and to the left of the “Proceed to Checkout” button. Click “OK” to confirm the action to empty the contents of the cart.



WISBUY WISCONSIN'S PCARD MARKETPLACE

NAME X | Action Items | Notifications 3 | 1,382.69 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Cart - 1078013 - Draft Requisition

Shopping Cart for Billy Boy

Name this cart: 2014-01-10 Billy B 04

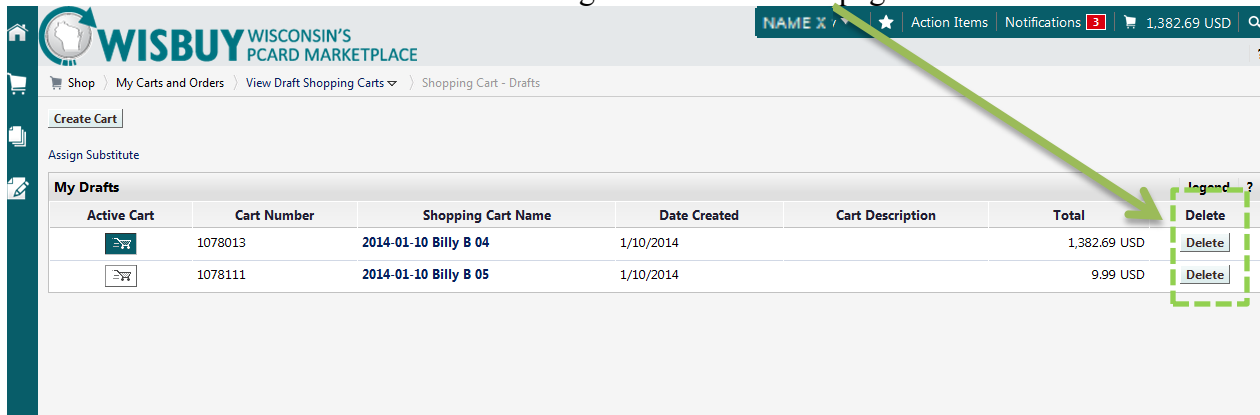
Have you made changes? [Update](#)

[Help](#) | [Empty cart](#) | Perform an action on (0 items selected)... | Select All

APG Office Furnishings more info...

Product Description	Unit Price	Quantity	Total
Aeron work chair with non upholstered arms and adjustable lumbar support Item added on Jan 10, 2014 Add to Favorites Remove More Actions	656.76 USD EA	1	656.76 USD
Part Number: AE111AW8 Manufacturer Info: AE111AW8 - (Herman Miller) Commodity Code: 42500 FURNITURE: OFFICE		Update	
Aeron work chair with non upholstered arms and adjustable lumbar support Item added on Jan 10, 2014 Add to Favorites Remove More Actions	656.76 USD EA	1	656.76 USD
Part Number: AE111AW8 Manufacturer Info: AE111AW8 - (Herman Miller) Commodity Code: 42500 FURNITURE: OFFICE		Update	
Supplier subtotal			1,313.52 USD

2. To delete a shopping cart, click on the “View Draft Shopping Carts” link. Find the cart to delete and click the “Delete” button on the right hand side of the page.



WISBUY WISCONSIN'S PCARD MARKETPLACE

NAME X | Action Items | Notifications 3 | 1,382.69 USD

Shop | My Carts and Orders | View Draft Shopping Carts | Shopping Cart - Drafts

[Create Cart](#)

Assign Substitute

My Drafts

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Legend ?
	1078013	2014-01-10 Billy B 04	1/10/2014		1,382.69 USD	Delete
	1078111	2014-01-10 Billy B 05	1/10/2014		9.99 USD	Delete

This concludes the lesson on Working with Shopping Carts in WISBuy. For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.